

From: Executive Director
Sent: Monday, October 01, 2007 3:36 PM
To: +All HQ Employees
Subject: Building Update

As you have been previously informed, indications of fungal growth, or mold have been found on the 22nd and 23rd floors of the BOE headquarters building at 450 N Street.

During the most recent construction phase in connection with the balcony, furniture was moved and potential moisture related damages were noted. As such, it was determined that the affected sheetrock should be further inspected, tested, and potentially removed and replaced before the walls are painted as part of the planned office improvements.

It was during this final phase of the Curtain Wall Project that mold was generally found confined within the layers of sheetrock. While no final report has been delivered, it is important to note that the fungi was found within the walls and air quality levels have historically remained normal.

Preliminary tests have shown elevated levels of a variety of molds including *Aspergillus*/*Penicillium* and *Stachybotrys* on the 22nd and 23rd floors. No other floors appear to be affected, but extensive testing will continue on other floors.

BOE has been working with an independent Industrial Hygienist as well as DGS to aggressively take all precautions to protect the health and safety of our employees.

It has been jointly agreed that it is necessary to isolate both the 22nd and 23rd floors, and shut down passenger elevator access to those floors. Access to the 22nd and 23rd floors will be limited to construction staff via the freight elevators.

All employees who work on those floors will be relocated.

Additionally, DGS will begin to remove and replace all building air filters today, Monday October 1, 2007, and will continuously monitor the filters and replace them again once the remediation is complete.

This work is scheduled to begin after hours at 6:00 p.m. today. All airflow to the building will be stopped at 6:00 p.m. Employees are encouraged to complete their work in their offices and leave the building by 6:00 p.m. today. More evening work is expected on Tuesday, October 2, 2007. Air will be shut off in the building at 6:00 p.m. Tuesday as well. Updates regarding future after hours work that includes airflow cutoff will be sent as necessary.

DGS also plans to maximize use of outside air throughout the building during the required cleaning/construction and remediation work that will take place. This may alter the air temperature inside the building, but will not impact the quality or accuracy of the ongoing indoor air quality sampling.

As part of DGS' normal maintenance procedures, the air handler rooms on the 12th floor that service the entire building will be cleaned.

Beginning today, you may see activity throughout the building as DGS begins to take air samples. Daily air sampling will be taken from the 22nd, 23rd and other random floors. Daily samples will also be taken from the 12th floor where the air handler room is located. Regular updates regarding the results of these tests will be made available to employees.

The most effective way to eliminate concerns related to mold is to eliminate the affected materials including sheetrock, clean or replace modular and other furniture that may be affected and clean or replace carpeting.

DGS expects to have a final remediation plan by Wednesday afternoon, and a licensed remediation subcontractor will be on board by Friday, with initial remediation activities expected to begin on Saturday, and continue over the holiday weekend.

All demolition will occur after hours, with replacement activities occurring during normal business hours.

DGS anticipates that remediation activities (containment, demolition and replacement) will last approximately four weeks.

Staff from the affected areas of those floors will remain temporarily relocated until remediation work is completed. In addition the following steps have been taken to date:

- The affected area has been isolated
- Ventilation has been shut off in the affected areas
- There is repetitive, ongoing air testing of all floors in the building, paralleled by DGS and a private Industrial Hygienist
- Bulk and swab testing of walls, sheetrock and furniture has occurred
- Destructive testing, to test sheetrock and internal wall cavities has occurred
- Bulk and air testing has been conducted on multiple locations of the 3rd, 11th, and 21st floors where water intrusion is known to have occurred in the past

We will continue to work with the Curtain Wall contractor and DGS to ensure the most effective remediation plan possible. I thank you for your cooperation and patience through this process.

The BOE's Health and Safety Officer is Peggy Davis. She is available to respond to health or safety concerns. Please feel free to speak with your supervisor about your concerns without fear of reprisal or complete form [BOE-113, Health and Safety Communication](#) and send it to the Health and Safety Officer.

The action plan proposed by DGS can be seen [here](#).